

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Monday, May 4, 2020 in meeting room 1H&I located on the first floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl**

**MEMBERS EXCUSED: None**

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Patti Hilker, Treasurer; Kim Nass, Corporation Counsel; Brian Field, Highway Commissioner; Russ Freber, Physical Facilities Director; David Ehlinger, Finance Director Scott Mittelstadt, Chief Deputy; Becky Bell, Human Services and Health Director; Jason Hundt, Deputy Jail Administrator; Dale Schmidt, Sheriff; Lori Kurutz, Clearview Assistant Administrator; Megan Firari, HR Specialist (by phone); Ed Somers, Clearview Administrator/Executive Director; Amy Nehls, Emergency Management Director; Dustin Beck, Deputy Jail Administrator; Karen Gibson; John Bohonek, Land and Water Conservation Director; Nicholas Hraban, Correctional Officer; Chad Riter, Jail Sergeant (by phone); Christine Churchill (by phone); Karen Krenz, Interim Child Support Director (by phone); David Frohling, County Board Supervisor; Jeff Berres, County Board Supervisor; Kira Sheahan-Malloy, County Board Supervisor.**

Meeting called to order by Marsik at 10:03 a.m.

Roll call was taken. All members present.

Marsik asked the non-Committee Member County Board Supervisors present, if they wished to be paid for attending the meeting. Supervisor Berres and Supervisor Sheahan-Malloy accepted payment. Supervisor Frohling declined payment.

Marsik welcomed new County Board Supervisor, Karen Kuehl.

Marsik began nominations to elect a Chairperson, Vice-Chairperson, and Secretary of the Human Resources and Labor Negotiations Committee.

Marsik opened nominations to elect a Chairperson. Greshay nominated Marsik as Chairperson. There were no other nominations.

Greshay motioned to close nominations and cast a unanimous ballot for Marsik. Second by Hilbert. Motion carried without negative vote. Marsik abstained.

Marsik opened nominations to elect a Vice-Chairperson. Marsik nominated Schmidt as Vice-Chairperson. There were no other nominations.

Marsik motioned to close nominations and cast a unanimous ballot for Schmidt. Second by Hilbert. Motion carried without negative vote.

Marsik opened nominations to elect a Secretary. Greshay nominated himself as Secretary. There were no other nominations.

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Marsik motioned to close nominations and cast a unanimous ballot for Greshay. Second by Schmidt. Motion carried without negative vote.

It was the consensus of the Committee to meet on the first and third Tuesday of the month at 9:00 a.m.

It was the consensus of the Committee to receive the meeting agendas and packets via email with a printed copy available at the meeting.

Marsik asked if anyone present had any public comments. There were none.

Approval of the open session minutes of the regular meeting of April 20, 2020 was postponed until the next meeting due to an incorrect notice on the agenda.

Hinze read the new language in the signed Sworn Union Labor Agreement regarding starting wage for qualified, experienced law enforcement officer applicants. Hinze indicated the Sheriff requested consideration from the Committee to start a potential new hire for Deputy Sheriff at a step two (2) based on previous law enforcement experience. Hinze also requested consideration for the Committee to designate Jim Mielke, County Administrator as the approver for requests of a start rate at a higher step, in order to be as efficient as possible in the hiring process. Sheriff Schmidt apprised that the Sworn wage scale is different than the Dodge County Wage Scale in that there are only six (6) steps.

Motion by Schmidt to designate Jim Mielke, County Administrator, as the approver of the starting wage for qualified, experienced law enforcement officer applicants up to Step Four (4) of the Sworn Union Wage Scale and provide the Human Resources Committee a review of any approvals. Seconded by Greshay. Motion carried without negative vote.

Motion by Greshay to approve a starting wage of Step Two (2) of the Sworn Union Wage Scale for a Deputy Sheriff new hire based on previous qualifying law enforcement experience. Second by Kuehl. Motion carried without negative vote.

Hinze reviewed the current Dodge County COVID-19 Plan. Hinze stated that after discussions with Public Health regarding testing protocol changes to Section Seven (7) – Emergency Responder and Health Care Provider Exemption were recommended. Hinze presented the suggested changes.

Motion by Greshay to update the Dodge County COVID-19 Plan as presented. Second by Schmidt. Motion carried without negative vote.

Mielke presented for discussion compensation for 2020 and 2021 and health insurance proposed changes for 2021 in light of the current uncertainty effecting the 2020 and 2021 budgets. Mielke stated that the recommendation is not an easy one to make and noted that if the budget is prepared as outlined and mid-2021 the economy is robust then at that time it can be reviewed for consideration for a budget amendment to the County Board. As a second part to the presentation, Mielke requested flexibility from the Committee and suggested policy changes to allow for more employee flexibility including further opportunities to work from home or work an alternative work schedule while maintaining service to the public Monday-Friday 8:00 a.m. - 4:30 p.m. Mielke stated that if implemented, it would be reviewed in October. Mielke also suggested to relax the rules regarding sick time by allowing employees to use up to two (2) sick days per calendar year as personal/mental health days. There was overall support from the Committee regarding the ideas presented but noted the details would need to be worked out. Hinze stated that draft policies will be provided at the next meeting.

Hinze provided an updated on Compensation and Benefits Study indicating that there was a good conversation with McGrath and confirmed that McGrath is continuing to move forward with the study and will provide a presentation to the County Board in accordance to the established timeline as well as complete the job descriptions. Hinze stated that the second step is implementation, which is being placed

on hold. McGrath indicated they will update and present the numbers when the County is ready. It was clarified that Dane County data will not influence the recommendations.

Hinze stated that the four (4) original proposals for Flex Time Policy for Exempt Employees and the suggested changes to Policy #111- Hours of Work were presented to Management Council for feedback. Hinze summarized the discussion from Management Council and indicated the consensus from this group was to recommend to the Committee that Policy #111-Hours of Work be revised. There was discussion regarding the examples and the Policy #111 revisions. The Committee made suggested language changes to Policy #111. Mielke recommended a trial period for the revised Policy #111 if approved by the Committee. Marsik suggested a six (6) month trial period with the recommended wording changes.

Motion by Kuehl to approve Policy #111-Hours of Work as recommended and with the additional language added. Second by Marsik. Motion carried without negative vote.

Hinze will provide the final copy of Policy #111-Hours of Work at the next Committee meeting.

There were no Personnel Requisitions for the Committee to review.

Mindemann presented a Medical Leave of Absence for consideration for an employee with Human Services and Health Department who exhausted available 2020 Federal and State Family and Medical Leave for a continuous leave from 04/28/2020 through 06/15/2020. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Kuehl. Motion carried without negative vote.

There were no Salary, Wage, and Status changes for the Committee to review.

The Committee reviewed the Orientation Period Reports as presented.

**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: No report.
- c) Hinze stated that the Sworn Labor Agreement has been ratified and copies were presented to Committee members for signature.

Future Agenda Items: Policy #111-Hours of Work, Alternative Work Schedules, Attire.

It was the consensus of the Committee to schedule the next regular meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, May 19, 2020 at 9:00 a.m.** and **Tuesday, June 2, 2020 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:11 p.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.